

THE VILLAGE OF WALTON HILLS



SUMMER 2015

PARKER HANDBOOK

MAYOR- KEVIN HURST

RECREATION DIRECTOR- CAROL STANOSZEK

ASST. RECREATION DIRECTOR- KARLEEN DEAN

RECREATION & COMMUNITY LIFE COUNCIL PERSONS-

MARY BRENNER

BRIAN SPITZNAGEL

GLORIA TERLOSKY

FOR YOUR RECORDS

2015 PARKER PARENT/GUARDIAN HANDBOOK

The Jr. Parker Program is recommended for children ages 4-6 and meets Monday through Thursday from 9:30 a.m. to noon.

The Parker Program is for children ages 7- 15.

Our camp starts at 9:30 a.m. with the flag raising at 10:00 a.m. The program ends at 4:00 p.m. Monday through Thursday.

The phone number at T.G. Young Park has changed to 440-735-1782.

The phone number of the Recreation Department is 440-786-2964.

Field trips and special events are planned each week.

Please post and check the monthly camp calendar, as field trips, events are planned for various days.

LUNCHES:

Lunch is from 12:00 p.m. to 12:30 p.m. At this time all activities stop and equipment is turned in.

The counselors will also be having lunch at this time. The children are required to remain seated under the pavilion until lunchtime is over. Every camper must bring a lunch each day. Lunches will be stored in a refrigerator. Please have your child's name on the outside of the bag or lunch box. You will be notified if there is a special lunch planned. Your child will be required to clean up the remains of their lunch. When everything is cleaned up, all activities will resume.

FIELD TRIPS/SPECIAL EVENTS:

Please refer to the calendar for field trips and special events to take place each week. Field Trip forms will be available in advance at the Park office or sent home with your child. Please observe the age requirements on field trips. In order for the Recreation Department to include anyone on a trip roster, we must have in our possession a permission slip signed by a parent and the fee must be paid in cash. A phone call will not be a substitute for the permission slip. Please do not put us in an uncomfortable position.

TEE SHIRTS/ DRESS CODE:

When the children go on a field trip they will be given a camp tee shirt to wear. When returning from the field trip your child will turn in the tee shirt. The shirt will be washed and ready to wear again on the next field trip. Please dress your child appropriately. Tennis shoes and rubber-soled shoes are suggested. Children will get dirty, so please don't send them to the park in their best clothes.

DROP OFF AND PICK UP PROCEDURES:

Parents, please do not park in the parking lot located on the right hand side as you enter the park. Cones will mark this area off; this is a play area designated for bike riding, skateboarding, etc. You may park in the parking lot on the left hand side or park in the circle turn around. You and your child are required to come to the office and sign in, turn in lunches and give us any information concerning your child for the day. When picking up your child, you will be required to sign him/her out. Please make sure that everyone who may be signing your child in or out is listed on the PICK UP AND SIGN OUT FORM. Individuals picking up your child may be asked to present ID when they sign him/her out. This is not meant as an insult, but rather a method of ensuring your child's safety. Please be aware that there is NO DISCOUNT in the registration fee due to late drop off or early pick up. The Parker Program ends at 4:00 p.m. Please be prompt in picking up your child. If you are late picking up your child, there will be a fee.

- 1st late pick-up – warning
- 2nd late pick-up - \$10.00 fee
- 3rd late pick-up - \$20.00 fee

ILLNESS AND INJURIES:

For the protection of other participants, please do not bring your child to the program if they are sick. If a child becomes sick during the program, the staff will attempt to make the child comfortable and provide a quiet place for them to rest. The parent/ guardian will be notified as to the child's state and determine whether they need to be picked up. Although we will take necessary precautions to avoid any accidents and injuries, in an active environment they will occasionally happen. Minor injuries will be reported to the parent/guardian at pick up time. When an accident or injury occurs that requires first aid, a report will be completed. At the time you pick up your child, a staff member will review the form with you, answer any questions, and ask you to sign and date the form. The completed form will be kept on file, and you may request a copy for your personal records.

MEDICATIONS:

If your child needs to take medication during the day, you must complete a REQUEST FOR AUTHORIZATION OF THE ADMINISTRATION OF MEDICATION FORM. This form must be completed for both prescription and non-prescription drugs (including allergy prescriptions i.e. bee stings). The staff is not authorized to assist in administering medication to any child that does not have this form completed and on file. If a change in prescription or dosage occurs, the proper changes must be made to the current form or another form must be completed.

TOYS AND PERSONAL BELONGINGS:

The staff does not prohibit children from bringing toys from home, but we strongly discourage it. We ask that parents realize these items may provide the curiosity of other children and in the course of a day may be played with excessively. It would be wise to discuss this with your child before bringing the item to camp. The Village of Walton Hills and the Recreation Department will not be responsible for any lost, broken or stolen items that campers bring from home. Please make sure that all belongings brought to camp are properly labelled. No toys should be brought which would create a financial or emotional trauma should they become lost, broken or stolen. Any items that are left behind from the Parker Program will be stored in the office. Play weapons, violent toys, Game Boys, Pokémon cards, iPods, MP3 players or collectable items will NOT be permitted at camp.

EQUIPMENT:

Equipment is available for various games and sports. These items are for everyone's use. In the event of loss or abuse of equipment, parents will be charged for the restoration or replacement of the lost/ damaged items. Parents please talk over this policy with your children.

BULLYING POLICY:

The Recreation Dept. has a zero tolerance policy for bullying. Children are asked to report any bullying they witness. Situations will result in expulsion and there will be no refunds.

EMERGENCY PROCEDURE CARD:

An Emergency Procedure Card gives the staff important information about your child and who we can contact when necessary. **These cards are not available online**, but can be picked up in the Recreation Dept. at the Village Hall. They must be filled out and turned in before the start of the camp.

CALENDARS:

Monthly calendars, field trip forms, and additional information will be mailed prior to the start of camp.

FOR YOUR RECORDS

2015 PARKER PROGRAM REGISTRATION & ACTIVITY SHEET

Forms due May 1st

Complete one form per child
Parker ages 7-15

Name of child _____

Home address _____

City _____ Zip code _____

Home phone _____ Cell phone _____

Age of child _____ Birth date _____

REGISTRATION FEES:

\$125.00 per child (Child lives in the Village year round)

\$230.00 for 2 Resident children

\$350.00 for 3 Resident children

\$50.00 per week rate/per child

\$525.00 per Non-Resident child

\$150.00 Non-Resident per week

Please circle any weeks that your child will be **unable** to attend the Parker program, so that we can plan accordingly.

Residents and non-residents will not be refunded a weekly rate due to vacations or illness.

6/15 6/22 6/29 7/6 7/13 7/20 7/27

ACTIVITIES WITH FEES: (Not including field trips)

BOWLING AT ROSELAND:

Wednesday 1:30 – 3:30

June 24, July 1, 8, 15, 22 & 29

Children must have socks

Fee: \$30.00

YES___ NO___ FEE___

ARTS & CRAFTS:

Wednesday 11:00

Fee: \$5.00

YES___ NO___ FEE___

GARDENING:

Mondays 10:00

Fee: \$5.00

YES___ NO___ FEE___

TIE DYE:

Dates TBA- twice during the summer

1 item to dye will be provided

Fee: \$5.00

YES___ NO___ FEE___

TOTAL ACTIVITIES: _____

Please make checks payable to **Village of Walton Hills**.

Registration Amount_____ Activities Amount_____ Total Amount_____

Date Paid_____ Cash_____ Check#_____ CK Amount_____

2015 PARKER PARTICIPANT WAIVER & ANTI-BULLYING

1. Participant Waiver

As parent or guardian of _____, I hereby consent to his / her participation in the Village of Walton Hills Parker Program upon the expressed understanding and condition that:

- a) I hereby acknowledge that the Parker Program for which I have given my consent to my child's participation is being sponsored by the Village of Walton Hills.
- b) I recognize the risks of illness, injury, and other damage or loss inherent in any of the events and activities of the Parker Programs.
- c) In consideration of the Village of Walton Hills providing sponsorship and /or providing facilities for this program. I am permitting my child's participation in the Parker Camp Program upon the expressed agreement and understanding that I am here by waiving and releasing the Village Of Walton Hills, its employees, officers, and representatives from any and all claims, costs, liabilities, expanses or judgments, including attorney's fees and court costs arising as a result of my child's participation in the Parker Program or any loss, damage, illness, or injury resulting there from.
- d) Further, in the event of any injury, I hereby give my permission and consent to authorize emergency first aid and /or treatment for my child as is deemed necessary by qualified medical or emergency personnel, or by said employees, officers, or representatives of the Village of Walton Hills, and further agree to assume all expenses for said treatment.



Parent/Guardian Signature: _____ Date: _____

2. Anti-Bullying Policy

Everyone has the right to feel physically and emotionally safe at the park. I will do everything I can personally, as a member of the parker community, to create and preserve a physically and emotionally safe environment.

**Village of Walton Hills Recreation Department has a zero tolerance policy.
Situations will result in expulsion and there will be no refunds.**

- a) **Parker's Responsibility:** I commit that I will not bully my peers. When I witness bullying, I will report it to a Park Counselor and/or Asst. Recreation Director.

Parker's Signature: _____ Date: _____

- b) **Parent/Guardian's Responsibility:** I commit to encouraging my child to always respect others. I have instructed my child not to bully. I have advised my child to report any bullying to the park officials.

Parent/Guardian Signature: _____ Date: _____



2015 PARKER CODE OF CONDUCT

Revised 2/2012

In order to ensure a fun and safe environment, all participants are expected to:

- Show respect to all participants and camp staff.
- Listen and follow all directions given by the staff and supervisors.
- Refrain from any rough behavior, fighting, or abusive language/gestures deemed inappropriate.
- Use polite manners at all times.
- Treat all equipment in the proper manner. The parent/guardian will be held financially responsible for any damage to equipment that is considered beyond the scope of normal usage.
- Be supportive and encouraging of peers at all times.
- No teasing, menacing or taunting others.
- Treat others with dignity and respect.
- Always obey facility rules and regulations.
- HAVE FUN!

POSITIVE GUIDANCE AND DISCIPLINE:

Each child in the Parker Program should have a thorough understanding of the Participant Code of Conduct and show all actions in accordance with this code. However, if a discipline problem does occur, our staff will address the issue promptly and fairly. Our staff will encourage children to develop self-control, self-direction and self-esteem. We expect each child to treat others with dignity and respect. We will deal with problems to the best of our collective ability and try to evaluate each situation is serious or if the child will be suspended.

Parents, please discuss the following POSITIVE GUIDANCE AND DISCIPLINE CODE OF CONDUCT with your children:

Despite all attempts to encourage positive behavior, children will misbehave at times. When this occurs the following actions will be taken:

- Step 1 - Warning -camper is told about his/her misbehaviour.
- Step 2 - Warning- camper is again talked to about his/her behavior.
- Step 3 - Time out-After two warnings the child will be placed in time out in the office. This time out could have your child not participating in a game, craft or activity. Parent/Guardian will be notified of the camper's behavior at time of pick-up. If the problem persists, parents will be called and asked to pick up the child.
- Step 4 - Suspension from camp-As a last resort the child will not be permitted to attend the camp for the remainder of the summer. We use the "3 Strikes you're out" policy as well and parents will be notified. A refund will not be granted.

Parents please read and discuss this code of conduct with your child.



Parent/Guardian Signature_____



Child's Signature_____

**2015 PARKER
PICK UP & SIGN OUT AUTHORIZATION**

Please list the people you authorize to pick up and sign your child out of the program. Please inform these individuals that they will be required to present photo ID when picking up the child.

Name: _____

Relation to Child: _____

Phone: (H) _____ (W) _____ (C) _____

Address: _____

Name: _____

Relation to Child: _____

Phone: (H) _____ (W) _____ (C) _____

Address: _____

Name: _____

Relation to Child: _____

Phone: (H) _____ (W) _____ (C) _____

Address: _____

Is there anyone who may not pick up your child? _____

Are there any special custody or visitation arrangements of which we should be aware?

☐ No ☐ Yes, please explain _____

I understand that the Parker Staff will not release my child to anyone who is not on my list. I also realize that the people on this list will be asked to produce identification upon signing out my child. In the event that any of this information must be changed, I will notify the Camp Staff in writing.

Parent/ Guardian Signature: _____



Family/Child's Last Name _____

ONE FORM PER FAMILY
2015 PARKER PHOTOGRAPH CONSENT

The undersigned acknowledges that they are aware that from time to time photographs and or videos may be taken of participants in the Villages following programs: Baseball, Parker, or Special events. The undersigned agrees to permit the use of any such photographs and / or videos by any publication, media company, and /or the internet without compensation and releases and indemnifies the Village Of Walton Hills, its elected and appointed officials, officers, police, employees, volunteers, contractors, and /or all other participants in the Village Of Walton Hills Recreation Programs.



Parent/Guardian Signature: _____ Date: _____

2015 WALTON HILLS LAKE PARENTAL PERMISSION

Last Name: _____

Child: _____ Age: _____

Child: _____ Age: _____

Child: _____ Age: _____

Completing this form will provide the Recreation staff the authorization to take the above child to the Walton Hills Lake. Please be aware that misconduct could result in the loss of lake usage privilege. Supervision and transportation will be provided, however, neither the Village of Walton Hills nor the Recreation Department, as well as the staff members be held responsible for lost articles or personal injury.

**All Parkers will be given a swim test on the first day by a lifeguard to ensure their swimming abilities.
If they do not pass they will not be allowed in the deeper water.**



Parent/Guardian signature: _____ Date: _____

2015 PARKER VAN DROP OFF

Van drop off begins on the first day of the Park Program

Last Name: _____ Child (ren) _____

Drop off Address: _____

Home phone number: _____ Cell phone number: _____



Parent/Guardian signature: _____

Please note: Van drop off service will not be available for Parkers who are attending field trips that have after 4:00 return times. Please plan accordingly.